

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce yourself and specify the PhD program you are applying for. Mention how you learned about the program.]  
[Body Paragraph 1: Briefly outline your academic background and relevant experience, emphasizing your qualifications for the program.]  
[Body Paragraph 2: Discuss your research interests and how they align with the work being done in the department. Mention specific faculty you wish to work with and why.]  
[Body Paragraph 3: Highlight any relevant skills, publications, or achievements that support your application.]  
[Closing Paragraph: Express your enthusiasm for the program and your readiness for the challenges of a PhD. Thank the reader for considering your application.]  
Sincerely,  
[Your Name]  
[Optional: Enclosure/Attachment note, if applicable]